Meeting date:       Wednesday 11 June 2014
Meeting time:      5.00 pm
Meeting location:  GOA Boardroom

MINUTES OF MEETING

Opening prayer

St. Ignatius' Prayer for Generosity
Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Attendance
- Marty Price, Tracey Maynard, Ellen Geldard, Jody Peacock, Brian Forbes

Apologies
- Glenn McConville

Confirmation of minutes from previous meeting
- Motion moved by Ellen Geldard that the minutes of the meeting held on 14 May 2014 be confirmed and held on record, seconded by Tracey Maynard.

Incoming correspondence
- Request for financial support from Billie Willis
- Copy of correspondence forwarded to CLM by ADF re audit
- Copy of correspondence and cheque forwarded to Cardo

Business arising from incoming correspondence
- Request for financial assistance from Billie Willis – more information required. Ellen to contact Billie.

Outgoing correspondence
- Cheque to Core Architecture
- Cheque to CLM
- Letter to Paul Dams enc cheque for music tour
Letter to Tony McQuaid & Stacey Sullivan enc cheque for Confraternity Shield & QISSN

Treasurer's report
   • Report attached

Head of School report
   • Report attached

General business
   • Next meeting 16 July 2014 at 6.30 pm

Meeting closed 5.30 pm
Meeting date: Wednesday 11 June 2014
Meeting time: 5.00 pm
Meeting location: GOA Boardroom

MEETING AGENDA

Opening prayer

St. Ignatius' Prayer for Generosity

Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Apologies

Incoming correspondence
  • Request for financial assistance from Billie Willis
  • Copy of correspondence forwarded to CLM by ADF for audit

Treasurer's report and accounts for payment

Principal/Head of School report

General business
27/5/2014

To The Secretary
Xavier Catholic College P&F

Dear Tracey

I am writing to advise you that my son Daniel Willis represented Wide Bay in his last State Triathlon Championships which were held her in Hervey bay in February 2014. Daniel unfortunately had luck against him with a split toes, bruised ribs and his bike brakes locked on the whole way! However he still gained a great learning experience and he was very proud to be representing not only Wide Bay but Xavier Catholic College. He came a credible 10th out of 56.

Our family is seeking financial support. We would be very grateful of any assistance the P&F may be able to give us towards the cost of the levy.

Yours sincerely

Billie Willis (U7 44 Freshwater St)
20 May 2014

CLM Chartered Accountants
Attn: Sara Forbes
PO Box 5497
TORQUAY QLD 4655

Dear Sara,

AUDIT CERTIFICATE
XAVIER CATHOLIC COLLEGE PARENTS & FRIENDS ASSOCIATION

We certify that at the close of business on 31 December 2013 our records showed the following information in relation to the abovementioned customer:

**Member Number 51604**

<table>
<thead>
<tr>
<th>A/C No.</th>
<th>Account Name</th>
<th>Balance as at 31/12/2013</th>
<th>Interest Rate</th>
<th>Interest Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1</td>
<td>On-call Compound</td>
<td>$149,160.63 Cr</td>
<td>1.50%</td>
<td>$2,174.10</td>
</tr>
<tr>
<td>$60.1</td>
<td>P &amp; F Association</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Member Number 51536 – BCEO Xavier Catholic College**

<table>
<thead>
<tr>
<th>A/C No.</th>
<th>Account Name</th>
<th>Balance as at 31/12/2013</th>
<th>Interest Rate</th>
<th>Interest Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>L12.7</td>
<td>Expansion Coll Canteen</td>
<td>$58,451.05 Dr</td>
<td>5.40%</td>
<td>$3,503.75</td>
</tr>
</tbody>
</table>

Please do not hesitate to contact the undersigned on (07) 3336 9334 (direct) should you have any queries.

Yours faithfully

TROY TORNABENE
Relationship Manager

Cc: Xavier Catholic College
Parents & Friends Association
PO Box 1630
HERVEY BAY QLD 4655
BANK CONFIRMATION - AUDIT REQUEST (GENERAL)

Instructions
Auditor
(a) Complete all known details in shaded areas before forwarding to the bank.
(b) If the space provided on the form is inadequate please attach a statement giving the full details as required by the headings on the form.

Bank
(a) Ensure that the details supplied are as at the confirmation date shown below.
(b) Complete unshaded areas, by listing information as called for under the relevant heading, from detail contained in the bank’s records.
(c) Confirm details in the shaded areas as to correctness, and mark any variation in red on all copies. Also insert, in red, any information that may have been omitted by the customer/auditor.
(d) Three (3) copies of the form should be received by the bank. All completed copies of the Confirmation are to be signed with original returned direct to the auditor in the enclosed stamped addressed envelope. The duplicate is to be forwarded to the client and the triplicate retained by the bank.

<table>
<thead>
<tr>
<th>To - Bank (Name &amp; Address)</th>
<th>From - Customer (Name &amp; Address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Archdiocesan Development Fund 194 Charlotte Street Brisbane Qld 4000</td>
<td>Xavier Catholic College Parents &amp; Friends Association PO Box 1630 Hervey Bay Qld 4655</td>
</tr>
<tr>
<td>Auditor (Name &amp; Address)</td>
<td>Customer's Authorised Signature</td>
</tr>
<tr>
<td>CLM Chartered Accountants 65 Torquay Road HERVEY BAY QLD 4655</td>
<td>Date 03/04/19</td>
</tr>
<tr>
<td>Contact</td>
<td>Telephone</td>
</tr>
<tr>
<td>Shane Edmondstone</td>
<td>(07) 4128 2066</td>
</tr>
<tr>
<td>Confirmation Date</td>
<td>Third Party Authority is attached</td>
</tr>
<tr>
<td>31.12.13</td>
<td>Yes</td>
</tr>
</tbody>
</table>

1. CREDIT ACCOUNT BALANCES
Give details of all account balances in favour of the bank customer as at 31.12.13 Include details of any current accounts, interest bearing deposits, foreign currency accounts, convertible certificates of deposit, money market deposits, etc. if not listed below.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Balance</th>
<th>Currency</th>
<th>Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>P &amp; F Assn On-Call Compound</td>
<td>51604 S1</td>
<td>as attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P &amp; F Assn On-Call Compound</td>
<td>51604 S60.1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. DEBIT ACCOUNT BALANCES
Give details of all account balances of the customer as at 31.12.13 by the bank customer in respect of overdraft accounts, bank loans, term loans etc. and also repayment terms.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Balance &amp; Currency</th>
<th>Overdraft Limit</th>
<th>Interest Rate</th>
<th>etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCEO</td>
<td>51536 L12.7</td>
<td>as attached</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. PROMISSORY NOTES/BILLS OF EXCHANGE HELD FOR COLLECTION OF BEHALF OF THE CUSTOMER

<table>
<thead>
<tr>
<th>Maker/Acceptor</th>
<th>Amount</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. CUSTOMER'S OTHER LIABILITIES TO THE BANK

List liabilities owed, including:
(a) Bills discounted with recourse, endorsed drafts/notes, forward exchange contracts, letters of credit, liability in respect of shipping documents where customer's account not yet debited.
(b) Include date, name of beneficiary, amount and brief description of any guarantees, bonds or indemnities undertaken by the bank on behalf of the customer (with recourse) or given by the customer.
(c) Other liabilities - give details.

<table>
<thead>
<tr>
<th>Nature of Liability</th>
<th>Amount</th>
<th>Currency</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. ITEMS HELD AS SECURITY FOR CUSTOMER'S LIABILITIES TO THE BANK

Indicate if securities relate to particular borrowings or liabilities to the bank and whether lodged in the customer's name. Also include details of any negative pledge arrangements.
If lodged by a third party, that party's authority to disclose details must be attached.

Description (include amount if applicable)

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

6. ACCOUNTS OPENED/CLOSED

List details of any accounts opened or closed during the twelve months prior to confirmation date

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. SEALED PACKETS, LOCKED BOXES, SECURITY PACKETS ETC.
Are sealed packets held on behalf of the customer? Yes ☐ No ☐
Are locked boxes held on behalf of the customer? Yes ☐ No ☐
Are security packets held on behalf of the customer? Yes ☐ No ☐

8. UNUSED LIMITS/FACILITIES

Please confirm details of all available unused limits/facilities at confirmation date.

<table>
<thead>
<tr>
<th>Types of Facility</th>
<th>Amount of Facility</th>
<th>Amount of Facility Unused</th>
<th>Conditions of Facility Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. OTHER INFORMATION

Please confirm (see shaded area) and/or provide any other details (unshaded area) relating to any financial relationships not dealt with under any of the above headings.

This certificate has been completed from records at our branch only. The Bank and its staff are unable to warrant the correctness of that information and accordingly hereby disclaim all liability in respect of the same. The information contained herein is confidential and provided for private use in confirmation of our customer accounts for audit purposes only. It may not be used for any other purpose or by any other persons. In particular this is not a credit reference.

Authorising Officer's Signature

Name: TRU PROGRESS
Title: RELATIONS MANAGER
Bank Stamp: CORPORATION OF THE TRUSTEES OF THE ROMAN CATHOLIC ARCHDIOCESE OF SYDNEY
Date Completed & Returned: 21/5/14
TAX INVOICE

Invoice #: IL140263
Project: 29266911
Contact: CASEY WINTON
Invoice Date: 10 March 2014

Brisbane Catholic Education
C/- Core Architecture
PO Box 487
PIALBA QLD 4655

Attention: Jeremy Baker

Project Name: Xavier CC - Senior Performance Deck

For Professional Services Rendered for the period ending: 28 February 2014
Design and Documentation of Senior Performance Deck

<table>
<thead>
<tr>
<th>Services</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>1,200.00</td>
</tr>
</tbody>
</table>

Current Invoice 1,200.00
GST 120.00
Amount Due This Invoice AUD 1,320.00

ARCHDIOCESAN DEVELOPMENT FUND
COMMONWEALTH BANK OF AUSTRALIA
240 QUEEN STREET BRISBANE QLD.

DATE 04/06/2014

PAY Cardno OR ORDER
THE SUM OF $1,320.00

XAVIER CATHOLIC COLLEGE
P & F ASSOCIATION

Inv No: IL140263
Project: 29266911
Client: Brisbane Catholic Education

Total of Tax Invoice: AUD $1,320.00
Direct Deposit Details Cardno Operations Pty Ltd
HSBC Bank - BSB 344031 AC 283807001

Credit Card Payments: Call 1300 369 093 between 8am-5pm AEST
Master Card, Visa accepted - (No surcharge applies).
Terms: Nett 14 Days

Email Remittance Advises to sftremitts@cardno.com.au
16 May 2014

Mr Paul Dams
Xavier Catholic College
P O Box 1630
HERVEY BAY Q 4655

Dear Paul,

RE: MUSIC TOUR

Thank you for your letter of 13 May 2014 requesting assistance from the P & F Association for the students participating in the music tour in August.

Enclosed is cheque in the sum of $3,500.00 which has been calculated at $50.00 per student based on your estimate of seventy students. We hope this donation provides some assistance to the families involved.

Yours faithfully

ELLEN GELDARD
Secretary
16 May 2014

Mr Tony McQuaid & Ms Stacey Sullivan
Xavier Catholic College
P O Box 1630
HERVEY BAY Q  4655

Dear Tony & Stacey,

RE: CONFRATERNITY SHIELD & QISSN CARNIVAL

Thank you for your letter of 13 May 2014 requesting assistance from the P & F Association for the students participating in the upcoming Confraternity Shield and QISSN Netball Carnival.

Enclosed is cheque in the sum of $2,400.00 to cover the nomination fees for both teams. We hope this donation provides some assistance to the families involved.

Yours faithfully

ELLEN GELDARD
Secretary

ARCHDIOCESAN DEVELOPMENT FUND
COMMONWEALTH BANK OF AUSTRALIA
240 QUEEN STREET BRISBANE QLD.

DATE 14/05/14

PAY Xavier Catholic College OR ORDER
THE SUM OF Three thousand five hundred dollars 00

NOT NEGOTIABLE

XAVIER CATHOLIC COLLEGE
P & F ASSOCIATION

$ 3500.00

CUSTOMER(S) SIGNATURE(S)
Opening Balance:

- $67,372.02

Outgoings:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payee</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>$880.00</td>
<td>CLM Accounting</td>
<td>Audit Fees</td>
</tr>
<tr>
<td>$440.00</td>
<td>Core Architecture</td>
<td>Senior Performance Deck Plans</td>
</tr>
<tr>
<td>$2,400.00</td>
<td>Xavier Catholic College</td>
<td>Confraternity Cup &amp; QSSS Netball</td>
</tr>
<tr>
<td>$3,500.00</td>
<td>Xavier Catholic College</td>
<td>Music Dept. Tour</td>
</tr>
<tr>
<td>$833.00</td>
<td>ADF – Bank Loan</td>
<td>Canteen Expansion</td>
</tr>
<tr>
<td>$5789.00</td>
<td>ADF – Bank Loan</td>
<td>Usage of Space Loan</td>
</tr>
</tbody>
</table>

TOTAL: $13,842.00

Incoming:

- $440.93  School Banking Commissions
- $105.00  Cookbook Sales
- $6,916.25 Levies

TOTAL: $7,462.18

Closing Balance

- $57,388.16
THE ARCHDIOCESAN DEVELOPMENT FUND
194 CHARLOTTE STREET
BRISBANE 4000

Transaction BEGIN Date 01 MAY 2014
Transaction END Date 31 MAY 2014

CLIENT No.  51604  B C E O & F ASSN. XAVIER COLLEGE

<table>
<thead>
<tr>
<th>EFF DTE</th>
<th>POSTED DESCRIPTION</th>
<th>CHQ NO.</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01MAY14</td>
<td>OPENING BALANCE</td>
<td></td>
<td></td>
<td></td>
<td>67,372.02</td>
</tr>
<tr>
<td>16MAY14</td>
<td>XAVIER COLLEGE - Xavier Payments</td>
<td></td>
<td>3,858.14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19MAY14</td>
<td>SWEEP TO 51604060.1</td>
<td>880.00</td>
<td></td>
<td></td>
<td>71,230.16</td>
</tr>
<tr>
<td>20MAY14</td>
<td>SWEEP TO 51604060.1</td>
<td>6,340.00</td>
<td></td>
<td></td>
<td>64,890.16</td>
</tr>
<tr>
<td>27MAY14</td>
<td>TFR to 51536511.1</td>
<td>5,709.00</td>
<td></td>
<td></td>
<td>59,181.16</td>
</tr>
<tr>
<td>28MAY14</td>
<td>LOAN PINT 51536 L22 A#50459</td>
<td></td>
<td>833.00</td>
<td></td>
<td>57,348.16</td>
</tr>
<tr>
<td>31MAY14</td>
<td>TFR TO 5111.1 RE LOAN 5153612.7 A#81797</td>
<td></td>
<td></td>
<td></td>
<td>557,388.16</td>
</tr>
</tbody>
</table>

Credits this Statement: 3,858.14
Debits this Statement: 13,842.00

B C E O
P & F ASSN. XAVIER COLLEGE
SHOULD YOU HAVE ANY QUERIES
PO BOX 1630
HERVEY BAY QLD 4655

Please ring 07 3336 9289 during normal office hours.
## Xavier Catholic College

1 Wide Bay Drive  
ELI WATERS QLD 4655  
ABN: 49 991 006 857-132  
CRIOS No:  
Phone: 07 4197 1177  
Fax: 07 4197 1170  
Email: psherveybay@bne.catholic.edu.au

---

**EFT Remittance Advice**

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Payment amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commission CBA</td>
<td>5/06/2014</td>
<td>$440.93</td>
<td>$440.93</td>
</tr>
<tr>
<td>Cookbook Sales</td>
<td>5/06/2014</td>
<td>$105.00</td>
<td>$545.93</td>
</tr>
<tr>
<td>May Levies</td>
<td>5/06/2014</td>
<td>$6,916.25</td>
<td>$7,462.18</td>
</tr>
</tbody>
</table>

No Withholding tax has been deducted from this payment.  
Total $7,462.18
Xavier Catholic College Parents & Friends Association
Reconciliation Summary
P & F General Account, Period Ending 31/05/2014

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td></td>
</tr>
<tr>
<td>Cleared Transactions</td>
<td></td>
</tr>
<tr>
<td>Cheques and Payments - 16 items</td>
<td>-145,729.98</td>
</tr>
<tr>
<td>Deposits and Credits - 7 items</td>
<td>53,957.51</td>
</tr>
<tr>
<td><strong>Total Cleared Transactions</strong></td>
<td>-91,772.47</td>
</tr>
<tr>
<td><strong>Cleared Balance</strong></td>
<td>149,150.63</td>
</tr>
<tr>
<td><strong>Register Balance as of 31/05/2014</strong></td>
<td></td>
</tr>
<tr>
<td><strong>New Transactions</strong></td>
<td></td>
</tr>
<tr>
<td>Cheques and Payments - 1 item</td>
<td>-1.320.00</td>
</tr>
<tr>
<td>Deposits and Credits - 1 item</td>
<td>7.462.18</td>
</tr>
<tr>
<td><strong>Total New Transactions</strong></td>
<td>6,142.18</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>63,530.34</td>
</tr>
</tbody>
</table>
Xavier Catholic College Parents & Friends Association
Reconciliation Summary
P & F Assn Offset Account, Period Ending 31/05/2014

<table>
<thead>
<tr>
<th>Description</th>
<th>May 31, 14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Cleared Transactions</td>
<td></td>
</tr>
<tr>
<td>Cheques and Payments - 12 items</td>
<td>-124,197.98</td>
</tr>
<tr>
<td>Deposits and Credits - 8 items</td>
<td>124,197.98</td>
</tr>
<tr>
<td>Total Cleared Transactions</td>
<td>0.00</td>
</tr>
<tr>
<td>Cleared Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Register Balance as of 31/05/2014</td>
<td>0.00</td>
</tr>
<tr>
<td>New Transactions</td>
<td></td>
</tr>
<tr>
<td>Cheques and Payments - 1 item</td>
<td>-1,320.00</td>
</tr>
<tr>
<td>Deposits and Credits - 1 item</td>
<td>1,320.00</td>
</tr>
<tr>
<td>Total New Transactions</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>
1. Ignis 1 – 10 people
2. Three staff REAP Program
3. Twilight to support the implementation of New RE Curriculum.
   BCE Personal supporting this with Presenters.
4. Debating
5. Advertising and Marketing
6. Bouldering Wall and Rained seating area.
7. USQ research project.
9. Parish
   a. Sacramental Program is underway. Bishop Finnigan is coming to Sacramental
      Mass for Confirmation and First Eucharist. 80 children enrolled from Parish.
      Xavier Catholic College And Star of the Sea
   b. Schools coming together for Parish Masses including St Paddy’s Howard,
      Mary Help of Christians and St Peter the Fisherman Burrum.